

# Online Collaboration Opportunities

## Services Used By Technology Innovation and Field Services Division



Online collaboration relies upon a place or **virtual office** that team members can quickly create and structure to serve as team-based tools designed to track and manage content and communications in the context of the particular team or project at hand. Online workspaces provide a single place to utilize, organize, and view the following tools: electronic calendars, action item tracking, discussion forums, announcements, file storage, file sharing and editing, and much more. EPA employees can use the following tools to create these online collaboration spaces at no direct cost.

### Quickplace

<http://epaquickplace1.rtp.epa.gov/>  
(internal server) or  
<https://epaptx.rtp.epa.gov>  
(external server)

EPA users log-in with their Internet username and password (usually same password used for Webmail & lotus notes)

### EPA Portal Collaboration Workspace

<http://hawkeye.epa.gov/workspaces> or  
<http://portal.epa.gov>

EPA users log-in with their LAN username and password

### EPA Portal Environmental Science Connector

<http://portal.epa.gov/ESC> or  
[http://badger.epa.gov/pls/portal/url/page/ESConnector/CNTR\\_ESC/ESCHOME](http://badger.epa.gov/pls/portal/url/page/ESConnector/CNTR_ESC/ESCHOME)

EPA users log-in with their LAN username and password

The following table briefly compares these tools. Please note, that the ESC is a separate community on the EPA Portal which customized the used the Collaboration Workspace services specifically for its purposes. You should see many similarities between these two resources.

Features	QuickPlace	Collaboration Workspace	Environmental Science Connector
User creates with immediate access to site	Request form must be approved by RTP first	√	√
3 levels of access (eg readers, writers, administrators)	√	√	√
Calendar	√	√	√
Members List with contact information	√	√	√
Library	√	√	√
Announcement or Discussion Board	√	√	√
Access for Non-EPA members	√	Request form must be approved by RTP first	Request form must be approved by RTP first
Site Storage Quota	None	50 MB total (additional can be requested)	50 MB total (additional can be requested)
Search Engine	√	√	√
Automatic Daily, Weekly Updates	Online and Emailed to Members	Online	
File Upload Limit	50 MB per upload	No more than 50 MB can be added to the site total	
Direct email to site to add content	√	√	
Task Tracking	√	√	
Customized rooms for additional security/separation	√		
Create custom forms for adding information	√		
Customize look & feel (fonts, colors, layout, etc)	√		
Include special work flow processes to add, approve, and review content	√		
Create custom view based on site content		√	
Add to Public List of Sites			√
Permit Self-Sign Up to Access Site			√

For information on any of these services, contact Jean M. Balent, [balent.jean@epa.gov](mailto:balent.jean@epa.gov), 703-603-9924.